

DRAFT - Advisory Council to the Division of Autism Services
Notes June 20, 2012

MEMBERS PRESENT: Catherine Abercrombie, Nancy Bagatell, Carol Barans, Alison Fisher, Ruth Eren, Chera Gerstein, David Daniel Klipper, James Loomis, Sara Lourie, Kathy Marchione, Nikki Richer, Lois Rosenwald, Jonathan Ross, Barbara Salop, Stan Soby, Tricia Winter, Larry Wood

MEMBERS ABSENT: Judy Dowd, Ann Gionet, Tesha Imperiati, Jay Kearns, Jacqueline Kelleher, Yana Razumnaya, Sara Reed, Joel Rudikoff, Jennifer Ureta

EX OFFICIO MEMBERS: Commissioner Terrence Macy, Siobhan Morgan, Maureen Prewitt

GUESTS: None

Call to Order

The meeting was called to order at 9:06 A.M.

Public Comment

There was no public comment.

Additions to Agenda

Stan Soby requested the issue of a quorum be discussed during the agenda item of Nominations and Membership Committee

Approval of April 18, 2012 Minutes

Motion was made by ___ and second by ___ to accept minutes. Motion was passed unanimously.

Prospective New Member Introductions

There were no new member introductions.

Discussion and Approval of Recommendations from Nominations and Membership Committee

The sub-committee assigned to develop the process to add new members did not have the opportunity to meet prior to this meeting. They will be meeting on June 22. The sub-committee did not receive any feedback from Council members.

A lengthy discussion took place on the areas that should be considered when developing the new process. These discussions included:

- The direction the committee wants to go in.
- The right size of the committee – ratio of parents to others. The committee currently has 26 members. Should the number of members be increased to 30.
- The parent ratio currently is 51%. To meet this number, 3 parents would need to be added to the committee.
- Parent memberships should include parents of both younger and older children.

- If it becomes necessary to create sub-committees for issues that arise, the committee needs to be larger to allow enough members to be part of the sub-committees.
- Keep sub-committees open ended so people have an opportunity to participate in sub-committees on topics they have an interest in.
- The sub-committee process could be started not so it would be ready when needed.
- Be mindful that any changes in the process or ratios will most likely require a change in the By-Laws. A 30 day notice is required if changing By Laws.
- The committee previously abandoned the idea of sub-committees so that the committee would serve as more educational group.
- An option is to have the board voting members and allow for family participation.
- Need to keep in mind that the group is only an advisory group. The group does not have the ability to change policy, etc.
- Need for focus groups in certain areas.
- Consider bringing in other providers to assist with the qualification and training in an effort to take it to another step.
- There are currently two standing committees – Executive Committee and Nomination/Membership Committee. Is it necessary to add a Sub-Committee.
- Should there be an established number of members on sub-committees.
- Is there any criteria for keeping inactive members on the committee.

The following decisions were made:

- The maximum number of members will be 30, as long as the ratio criteria is being met. This was unanimously agreed upon.
- The Nominations/Membership Committee will prepare a document and share with the Executive Committee.
- Any changes to the By Laws will be made available 30 days before the October 17th meeting.
- Additions to the website will be made to include how the public can get involved in the committee, i.e. attend committee meetings, membership, sub-committee groups.
- Membership Process:
 - Application should include membership criteria.
 - Application will be posted on the DDS website.
 - Completed applications will be sent to DDS.
 - The Membership Committee will vet the applications to determine if they meet criteria
 - Prospective members have a face-to-face interview with by one member of the Membership Committee and one Executive Committee member, one of which must be a parent.
 - Once the maximum numbers of members has been reached, applicants who have gone through the interview process will be used for sub-committee of which they have an interest in.
 - Executive Committee will develop a list of interview questions.

- Applicants should be questioned on the areas they are interested in to be used for sub-committee groups.
- Develop a Q&A document that will accompany the membership application on the website.
- The issue of inactive members will be tabled and discussed by the Executive Committee.
- Stan Soby will contact the two prospective members on the status of their applications.

Discussion and Possible Action on Burden of Proof Issue

Topic was tabled until a future meeting.

Update on Autism Program Matters

- The Waiver is on track. Questions issued by CMS have been answered and sent back to them. DSS now needs to review the financial issues.
- The interviews for the director have been completed. The stakeholders group has identified the top three candidates and these names will be given to the Commissioner for his review and final hiring decision.
- Siobhan is working with Sara to bring children in.
- Siobhan is been speaking to the provider community about the waiver.
- The application for services is now available on the DDS website.

Provider Assessment/Qualifications

A determination needs to be made as to what the provider orientation would look like. A suggestion was made to approach current DMHAS providers. The group working on the orientation will include Siobhan, Jim Loomis, Nikki Richer and Lois Rosenwald.

Volunteering Services

Item removed from agenda

Feasibility Study Update

Feasibility work group continues to meet. Goal: Development of ASD specialized service system made up of qualified service professionals. Subcommittees will be developed for five areas Credentialing Committee, ASD Reimbursement Committee, ASD Training Committee, ASD Resource Clearinghouse Committee.

Recommendations will be given to the Commissioners at the June 28th meeting. These recommendations will then go to the Governor.

Autism Forum

This was a good opportunity to inform families of what they waiver will and will not do. Unfortunately, there is a lot of misinformation circulating. Families had very high expectations for the waiver and were very disappointed to learn the small number individuals who will be served.

October Meeting Agenda Discussion

- Recommendations from Nominations and Membership Committee
- By-Laws

Adjournment

Meeting adjourned at 11:21 A.M.